



## **JOB DESCRIPTION**

### Learning Support Assistant

Reports to	SENCo
Working Pattern	Term Time Only, Monday to Thursday, 8:00am– 4:00pm and Friday 8:00am – 12:30pm with a 30-minute unpaid lunch break
Location	Orley Farm School
Benefits	Generous Company Pension Scheme and free onsite parking.

## Background

Orley Farm School is a leading co-educational independent preparatory school set in 36 acres on beautiful grounds. We are a friendly, stable and caring community, proud of our academic achievements and dedicated to bringing out the full potential of each of our 500 pupils.

## The Role

To maintain a safe environment and to focus on the provision of supplementary teaching to pupils who require additional support. To work with pupils in groups or one-to-one, either in or out of the classroom

## Duties and Responsibilities

The job description is subject to change. The post holder is expected to undertake such other duties within their capabilities and that may be required by the Line Manager.

### **The Learning Support Assistant shall fulfil the following:**

- Work with pupils in Key Stage 1 and Key Stage 2, the class teacher, family, Learning Support team.
- Be involved in planning for the needs of the pupil.
- Gather curriculum materials for modifications in advance of lessons and make and prepare resources where necessary.
- Encourage pupils development of independent learning skills.
- Contribute to review meetings, including annual reviews and attend when necessary.
- Contribute to the monitoring and evaluation of the support given.
- Work closely with the teaching and support staff in the pastoral work of the school.
- Contribute to the home/school links according to the school policy.
- Maintain the discipline and standards of the school.
- Communicate effectively with pupils, colleagues and parents.
- Be aware of current school policies and ensure their implementation.
- Supervise break and lunch times as required.
- Complete administrative tasks for SENCo and other staff as required.

- Plan with other members of staff where appropriate.
- Carry out any additional reasonable requirement of the Head, Head of Section or SENCo.
- Attend and support Sectional events, within school and out of school hours.
- Attend in service training and professional development courses when appropriate.
- Share in safeguarding of the health and safety of pupils on the school premises and when engaged in school activities.
- Carry out any other additional reasonable request from the Head of Section and/or SENCo.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's child protection officer or to the Head (if different).

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good basic education to GCSE level in literacy and numeracy, or the equivalent.</li> <li>• NVQ Level 2/3 or equivalent.</li> </ul>	
<b>Knowledge and Skills</b>	<p>The Learning Support Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Experience supporting children with additional needs and delivering intervention programmes across Key Stage 1 and Key Stage 2.</li> <li>• behaviour management strategies;</li> <li>• equal opportunities</li> <li>• safeguarding</li> <li>• of relevant legislation and guidance in relation to working with and the protection of children and young people.</li> <li>• monitor, record and make basic assessments about individual progress;</li> <li>• suggest alternative ways of helping children if they are unable to understand;</li> <li>• identify gaps in their own experience that they need help in filling;</li> </ul>	

	<ul style="list-style-type: none"> <li>• demonstrate the ability to use Microsoft word and excel and use a school database.</li> </ul> <p>The Learning Support Assistant will be able to:</p> <ul style="list-style-type: none"> <li>• help professional staff to achieve their objectives;</li> <li>• assist children on an individual basis, in small group and whole class work;</li> <li>• explain tasks simply and clearly and foster independence;</li> <li>• supervise children, and adhere to defined behaviour management policies;</li> <li>• accept and respond to authority and supervision;</li> <li>• work with guidance, but under limited supervision;</li> <li>• liaise and communicate effectively with others;</li> <li>• demonstrate good organisational skills;</li> <li>• reflect on and develop professional practice;</li> <li>• display work effectively, and make and maintain basic teaching resources.</li> </ul>	
<p><b>Attributes</b></p>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults.</li> <li>• Have good numeracy and literacy skills and confident use of ICT communication skills.</li> <li>• Creative, caring, friendly, patient, calm and adaptable.</li> <li>• Excellent verbal and written communication.</li> <li>• Experience of working as part of a team.</li> <li>• Exhibit high morals standards in dealing with confidential and sensitive issues.</li> <li>• Understand relevant policies/codes of practice and awareness of relevant legislation in relation to working with and the protection of children and young people.</li> <li>• Organised, resourceful, an excellent timekeeper, approachable, committed, empathetic and enthusiastic.</li> </ul>	

<b>Training</b>	<ul style="list-style-type: none"><li>• The successful candidate will be required to complete child protection training online (arranged by the school) where they have not already received training in the past two years.</li></ul>	
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## How to apply

Please send your completed application form to:

Purvi Patel, HR Administrator  
Orley Farm School  
South Hill Avenue  
Harrow,  
HA1 3NU

Or alternatively, email to: [hr@orleyfarm.harrow.sch.uk](mailto:hr@orleyfarm.harrow.sch.uk)